

GUIDE FOR DETERMINING AWARDS FOR EMPLOYEES' SUGGESTIONS WITH INTANGIBLE BENEFITS

INTANGIBLES MAY ALSO BE CONSIDERED WHEN TANGIBLE SAVINGS ARE PRESENT. BECAUSE OF THE NATURE OF INTANGIBLE BENEFITS, NO GUIDE CAN BE SO CONCLUSIVE AS TO MAKE THE DETERMINATION OF APPROPRIATE AWARDS AN AUTOMATIC AND SIMPLE PROCESS. YOUR RECOMMENDATION MUST STILL BE ARRIVED AT BY THE APPLICATION OF YOUR INFORMED JUDGEMENT, WHICH SHOULD CONSIDER ALL INFLUENCING FACTORS, SUCH AS THE EXTENT AND SCOPE OF APPLICATION, SIGNIFICANCE OF THE CONTRIBUTION AND IMPORTANCE OF THE PROGRAMS AFFECTED.

| DEGREE OF BENEFIT | EXTENT OF APPLICATION | | | | |
|-------------------|-----------------------|----------|----------|-----------|------------|
| | LIMITED | LOCAL | EXTENDED | BROAD | GENERAL |
| SLIGHT | \$ 15-25** | \$ 25-50 | \$ 50-75 | \$ 75-150 | \$ 150-250 |
| MODERATE | 50-100 | 100-150 | 150-200 | 200-300 | 300-400 |
| HIGH | 150-250 | 250-350 | 350-450 | 450-600 | 600-750 |
| EXCEPTIONAL | 300-500 | 500-700 | 700-1000 | 1000-1500 | 1500-25000 |

| DEGREE OF BENEFIT | |
|-------------------|---|
| SLIGHT | MINOR MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, LIMITED POTENTIAL VALUE. |
| MODERATE | CONSIDERABLE MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, HIGHER POTENTIAL VALUE. |
| HIGH | COMPLETE REVISION OF A BASIC PRINCIPLE OR PROCEDURE, VERY HIGH POTENTIAL VALUE. |
| EXCEPTIONAL | INITIATION OF A NEW PRINCIPLE OR MAJOR PROCEDURE, SUCH A CONTRIBUTION WHICH SUBSTANTIALLY ADVANCES AN IMPORTANT ACTIVITY OF THE AGENCY OR MAKES A SIGNIFICANT CONTRIBUTION TO SCIENTIFIC KNOWLEDGE. |

| EXTENT OF APPLICATION | |
|-----------------------|--|
| LIMITED | AFFECTS THE IMMEDIATE WORK AREA OR IMMEDIATE ASSOCIATES. (1 to 25 employees.) |
| LOCAL | AFFECTS MORE THAN THE IMMEDIATE WORK AREA OR ASSOCIATES BUT IS WITHIN AN INSTALLATION, A FACILITY, A TECHNICAL OFFICE, A BRANCH, A DIVISION OR IS IN THE PUBLIC INTEREST ONLY IN THE LOCALITY. (26 to 1000 employees.) |
| EXTENDED | APPLICABLE TO SEVERAL INSTALLATIONS OR FACILITIES, OR IS IN THE PUBLIC INTEREST IN SEVERAL LOCALITIES OR IS WITHIN A MAJOR ORGANIZATIONAL ELEMENT SUCH AS A DEPUTY DIRECTOR'S COMPONENT. (1000 to 4000 employees.) |
| BROAD | APPLICABLE TO MANY INSTALLATIONS OR FACILITIES, TO TWO OR MORE DEPUTY DIRECTOR'S COMPONENTS, IS OF AGENCY-WIDE APPLICATION, OR IS IN THE PUBLIC INTEREST IN SEVERAL AREAS. (4000 or more employees.) |
| GENERAL | APPLICABLE THROUGHOUT SEVERAL LARGE AGENCIES OR A LARGE DEPARTMENT, OR IS IN THE PUBLIC INTEREST THROUGHOUT THE NATION OR BEYOND. |

**THE MINIMUM CASH AWARD OF \$15.00 FOR INTANGIBLE BENEFITS WILL NOT BE GRANTED UNLESS THE CONTRIBUTION COMPARES FAVORABLY WITH IDEAS WHICH PRODUCE AT LEAST \$50.00 WORTH OF MEASURABLE BENEFITS.

APPROPRIATE NONFINANCIAL RECOGNITION IS AVAILABLE FOR SUGGESTIONS WHICH DO NOT MEET THE STANDARDS FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION PROGRAM. WE NEED YOUR WHOLEHEARTED COOPERATION IN GIVING SUGGESTIONS A PROMPT, COMPLETE AND FAIR-MINDED EVALUATION. GOOD EVALUATIONS MEAN MORE AND BETTER SUGGESTIONS, WHICH IN TURN MEAN MORE SAVINGS -- IN MONEY, IN TIME, IN INCREASED EFFICIENCY OF OPERATION.

| | | |
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| EVALUATION OF EMPLOYEE SUGGESTION <i>(Submit in duplicate)</i> | | SUGGESTION NO. |
| TO: Executive Secretary Suggestion Awards Committee | | FROM: |
| INSTRUCTIONS | | |
| IN ORDER TO GUIDE THE SUGGESTION AWARDS COMMITTEE IN MAKING FINAL DETERMINATION, YOUR EXPLICIT COMMENTS ARE NECESSARY. "ACTION RECOMMENDED" SHOULD BE COMPLETED. IF TANGIBLE BENEFITS ARE INVOLVED, AN ANALYSIS OF THE ANTICIPATED FIRST YEAR'S SAVINGS SHOULD BE SHOWN. IF INTANGIBLE BENEFITS ARE DERIVED, PLEASE INDICATE THE EXTENT OF BENEFIT AND DEGREE OF APPLICATION AS DEFINED IN THE <u>GUIDE ON THE REVERSE SIDE</u> . | | |
| ACTION RECOMMENDED | | |
| <input type="checkbox"/> ADOPT FOR USE <i>(Date adopted or to be adopted)</i> | <input type="checkbox"/> FURTHER STUDY REQUIRED <i>(Expected date of completion)</i> | |
| <input type="checkbox"/> ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION | <input type="checkbox"/> REFER SUGGESTION TO <i>(Component)</i> | |
| <input type="checkbox"/> DISAPPROVED FOR ADOPTION | <input type="checkbox"/> ACTION TAKEN AS A DIRECT RESULT OF THIS SUGGESTION <i>(Specify below)</i> | |
| <input type="checkbox"/> ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION | <input type="checkbox"/> OTHER <i>(Specify below)</i> | |
| <input type="checkbox"/> ALTHOUGH NOT ADOPTED, STIMULATES AN IMPROVEMENT <i>(Specify below)</i> | | |
| REASON FOR RECOMMENDATION | | |
| | | |
| DATE | SIGNATURE OF EVALUATION OFFICIAL <i>(Type name and title)</i> | |